

**CITY OF EDGERTON  
CITY HALL  
12 ALBION STREET  
PERSONNEL COMMITTEE**  
Wednesday, February 1, 2023 at 5:30 p.m.

**NOTICE:** The meeting noticed above will also be live streamed on a Zoom platform: To view the meeting, please select the link to the meeting listed on the **calendar events** on the City website's home page at [www.cityofedgerton.com](http://www.cityofedgerton.com). Due to occasional technical difficulties, citizen participation via Zoom may not be possible.

1. Call to Order; Roll Call.
2. Confirmation of Meeting Notice posted Friday, January 27, 2023.
3. Consider November 21, 2022 minutes.
4. Consider New Assistant Aquatic and Recreation Director position.
5. Consider wage for Tree Inventory Intern.
6. Staff reports.
7. Adjourn.

cc: Mayor  
Department Heads

All Council Members  
Newspapers

**NOTICE:** If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone: 884-3341

**NOVEMBER 21, 2022 PERSONNEL COMMITTEE MEETING MINUTES  
CITY OF EDGERTON**

Chairperson Candy Davis called the meeting to order at 6:35 p.m.

Present: Jim Burdick, Candy Davis, and Sarah Braun (remote - no audio).

Others Present: City Administrator Ramona Flanigan, Municipal Services, City Clerk Wendy Loveland, Library Director Kirsten Almo, Library Director Beth Krebs-Smith, City Attorney Bill Morgan, Police Chief Robert Kowalski, Mayor Christopher Lund, Alderman Tim Shaw, Alderman Casey Langan, Sam Martino and citizens.

**MINUTES:** A Jim Burdick/Candy Davis motion to approve the October 17, 2022 Personnel Committee meeting minutes passed on a 2/0 roll call vote.

**CONSIDER SCHOOL RESOURCE OFFICER (SRO) AGREEMENT:** The Committee discussed the proposed agreement with the school district for the new School Resource Officer position.

A Jim Burdick/Candy Davis motion to recommend the School Resource Officer agreement with the School District to the Council passed on a 2/0 roll call vote.

**CONSIDER NEW PATROL OFFICER POSITION AT POLICE DEPARTMENT:** With the creation of the SRO position and the assignment of one of the existing officers to that position, the Police Chief is requesting to create a new patrol position.

A Jim Burdick/Candy Davis motion to recommend the creation of a new Patrol Office position to the Council passed on a 2/0 roll call vote.

**STAFF REPORT:** Police Chief Kowalski announced the resignation of the part-time administrative assistant at the Police Station and stated there is no plan to fill the vacancy at this time.

Being no other business before the Committee, a Candy Davis/Jim Burdick motion to adjourn passed on 2/0 roll call vote.

Ramona Flanigan/mjf  
City Administrator

# Memo

**To:** Personnel  
**From:** Staff  
**Date:** 1/25/2023  
**Re:** February 1, 2023 Meeting

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**Assistant Aquatic Director Position:** Staff is recommending the creation of an Assistant Aquatic Director position for the 2023 pool season. The current Aquatic Director, Anne Gohlke, is interested in training an assistant director over the next few seasons. By creating an assistant's position, the city can implement a succession plan in anticipation of Anne's retirement someday. Anne can also reduce her hours to less than full time going forward.

If the Director's hours are reduced to 30 hours per week, \$4,650 would be available for the Assistant's position. Additionally, having an Assistant will reduce the number of supervisor hours required which would free up some additional funding. It is difficult to predict if there will be enough savings to cover the new position but training a future director is a very important objective.

Current pool supervisors with life guard certifications start at \$11.50 / hour. The Director's salaried position wage is \$29.02 / hour. This rate assumes the Director works 15 weeks, at 40-hours per week. (Please note the current Director performs duties outside of the summer 12 week period and commonly works more than 40 hours per week during the season.)

If the Personnel Committee wishes to pursue the creation of an Assistant's position, staff recommends the following pay and schedule for the position:

- An hourly, non-benefited position for 40 hours per week June – August (Plus minimal hours in April and May)
- \$20/hour

**Forestry Intern wage:** The City was awarded a DNR forestry grant to complete a tree inventory. Staff recommends the city attempt to hire a forestry student to complete the work as opposed to hiring a consultant for the following reasons: the cost of a student is significantly less than a consultant; an internship provides an opportunity for a student to gain experience; Howard Moser is a certified arborist so he has the knowledge to guide the student; and the intern from 2022 has already established the interface to collect the data in the city's GIS mapping system. Staff is recommending a wage range of \$18-20.

City of Egerton  
Seasonal Assistant Aquatic Director

The City of Edgerton is accepting applications for the position of Assistant Aquatic Director. This seasonal, hourly position is full time during the months of June through August and additionally has very limited hours during the spring. Applicants must have a High School diploma or equivalent; 2 years supervisory experience preferred. Responsibilities include: supervise and coordinate week day, evening and weekend lifeguards and crew. Supervise operations at pool and Racetrack Park concession stand including cash handling. Applications are available at City Hall or [www.cityofedgerton.com](http://www.cityofedgerton.com). Submit applications and a resume by February 13, 2023 to: Ramona Flanigan, 12 Albion Street, Edgerton WI 53534 or to [mfriend@edgerton.wi.gov](mailto:mfriend@edgerton.wi.gov). Contact [rflanigan@edgerton.wi.gov](mailto:rflanigan@edgerton.wi.gov) or (608) 884 3341 with questions. EOE, M/F/D/V/GI/SO

**CITY OF EDGERTON**  
**Assistant Aquatic and Recreation Director**

**DEPARTMENT:** Parks

**CLASSIFICATION:** Temporary, Full Time

**REPORTS TO:** Aquatic and Recreation Director

**REVISION DATE:**1/30/2023

**GENERAL NATURE OF POSITION:**

To serve as the **Assistant Aquatic and Recreation Director** under the general direction of the Aquatic and Recreation Director. Responsible for assisting with the daily operations of the pool and aquatics programs, and the Racetrack Park concession stand; the supervision of assigned temporary employees; and the planning, organizing, coordination, development, implementation, promotion, and evaluation of aquatic activities and programs for all ages.

**ESSENTIAL JOB RESPONSIBILITIES:** *(include but are not limited to the following)*

- Assist in monitoring and supervision of the day-to-day operations of the aquatics program, which includes direction to lifeguards/instructors; enforce and explain pool regulations and policies; administer first aid and perform emergency rescues.
- Manage the daily opening and closing of the facility.
- Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- Manage cash and inventory.
- Assist in ordering supplies.
- Assist in the oversight of proper sanitation and maintenance of pool water; ensure cleanliness of restrooms, dressing rooms, and public areas; report maintenance conditions affecting facility operation and security.
- Assist in the oversight of the safe and proper operations; ensure pool rules and safety guidelines are followed; maintain order with disruptive patrons and exercise crowd control where warranted; and refer escalated issues to assigned supervisor or proper authorities.
- Exercise lead/indirect supervision over all assigned staff including temporary and seasonal staff, independent contract instructors, and volunteers. Exercise direct supervision in the Director's absence.
- Participate in the recruitment and hiring of temporary, part-time, or seasonal staff.
- Promote and enforce water safety procedures; effect swimming rescues; render first aid and CPR as required; ensure the safety of pool users and enforce all user rules and policies of the department.
- Complete, review, and file accident and incident reports; assist with follow-up related to reports; purchase, check, and maintain first aid equipment; perform daily safety checks and inspections of the facility and all equipment.
- Assist with employee schedules; complete reports on chemical tests; assist with the training of lifeguards and other aquatics staff; verify and check aquatics staff timecards; submit timecards to Director for approval; coordinate and facilitate staff meetings; assist with special events.
- Work with maintenance staff to ensure that pool facility maintenance procedures are followed.
- Keep the pool, pool deck, and auxiliary buildings/areas clean and free of litter and debris.
- Act as the Aquatic and Recreation Director in her/his absence.
- Perform related duties as assigned.

**QUALIFICATIONS EDUCATION AND/OR EXPERIENCE:** *(The following are minimal qualifications necessary for entry into the classification.)*

Two years of increasingly responsible experience in a municipal aquatics facility. Two years of college level courses in recreation, physical education, or a related field.

**License Requirement:**

Possession of a valid Wisconsin Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case- by-case basis.

**Certificate Requirement**

- CPR for Professional Rescuer (or equivalent)
- First Aid for Public Safety Personnel (Title 22)
- Water Safety Instructor (or equivalent)
- Red Cross Lifeguard Training or current acceptable certification in life guarding
- Lifeguard Training Instructor certification is desirable.
- Ability to obtain a restaurant license certification -*National Certified Food Safety Manager License*
- Certified Pool Operator is desirable

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the knowledge, abilities and skills necessary to perform essential duties of the position.*

Knowledge of modern principles and practices of aquatics programs; facilities, operations, and techniques used in aquatics programs; routine swimming pool maintenance, chlorinators, heaters, and other equipment used in a pool facility; current techniques in swim lesson instruction; basic pool chemistry, including chemicals used to disinfect water and maintain proper PH in a public pool; practices and principles of first aid and CPR lifesaving safety measures at a public pool; health and safety codes applicable to the operation of a public pool; principles and practices of customer service; modern office equipment, methods, and procedures; cash handling; computer hardware and software; proper English, spelling, and grammar.

Ability to supervise and instruct individuals and groups in various aquatic and related recreational activities; plan and lead the work of volunteers, seasonal/part-time staff; establish and maintain effective working relationships with those contacted in the course of work; interpret community demand for aquatic programs; successfully resolve a variety of customer service related matters; respond to emergency situations in a calm and effective manner; administer first aid and CPR; work outdoors in a variety of weather conditions.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when reading correspondence, statistical data and using a computer. The need to lift, drag and push files, paper and equipment weighing 25 pounds or more is also required. The incumbent may use cleaning chemicals, or pool chemicals, which may expose the employee to fumes, dust and air contaminants. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold and is required to swim.

**WORK SCHEDULE:**

This 40 hours per week position will require evening, weekend, or other shift work during the pool season and very limited hours throughout the remainder of the year.

**DISCLAIMER**

*The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, or is responsive to the needs of the City of Edgerton.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

*The City of Edgerton, Wisconsin is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*



## **JOB TITLE: Urban Forestry Internship**

The City of Edgerton Public Works Department is accepting applications for an Urban Forestry Intern position for the 2023 summer season. The Department is looking for individuals who are pursuing a degree in urban forestry or a related field to create a spatially explicit Tree Inventory of all public trees in the City of Edgerton using GPS equipment and GIS software.

This non-credited internship is from June through August with a flexible working schedule. The typical work week is Monday through Friday up to 40 hours per week. The position will be focused on creating a tree inventory. Additional responsibilities may include assisting with other municipal forestry and park projects and developing a comprehensive management plan for urban trees.

The compensation for this exciting opportunity is \$18-\$20 per hour with a limit of 480 hours. The city is seeking applicants who are proficient in the identification of tree species (scientific and common name) and can assess tree condition; have the ability to walk substantial distances in all types of weather conditions; are proficient in the use of GIS software and GPS devices; can work independently; and have a valid Wisconsin Driver's License.

Applications are available on the city's website at [www.cityofedgerton.com](http://www.cityofedgerton.com) or at Edgerton City Hall. Applications including a list of relevant experience or relevant course work must be submitted on or before 3:30 pm on March 3, 2023 to:

Howard Moser, Municipal Services Director  
12 Albion Street, Edgerton, WI 53534  
or [hmoser@edgerton.wi.gov](mailto:hmoser@edgerton.wi.gov)

EOE, M/F/D/V/GI/SO